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ABSTRACT

This book provides information on the many high-growth jobs that require training beyond high school, but less than a bachelor's degree. A short introduction explains the job descriptions and gives tips on using the book for career exploration and job seeking. The major section of the book provides thorough descriptions of 165 jobs that do not require a four-year college degree. Each description gives information on working conditions, skills required, projections for growth, training or education needed, typical earnings, and other information. Section two offers career planning and job search advice, including tips on exploring career options, defining your ideal job, writing resumes, getting interviews, answering problem questions, surviving unemployment, and much more. Three appendixes contain the following: (1) articles of interest about labor market trends, high-earning workers who do not have a bachelor's degree, a guide to training for high school graduates, and information on cooperative education; (2) a brief overview of major employment trends and a chart with details on 500 major occupations, including data on earnings, employment growth, education required, unemployment rates, and more; and (3) employment trends within major industries. A bibliography reviews 513 career-related books, software, and Internet sites. (KC)

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